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Proposed programme budget for the biennium 1996-1997*

Part VI Human rights and humanitarian affairs

Section 24
Department of Humanitarian Affairs

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* The present document contains section 24 of the proposed programme budget for the biennium 1996-1997. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fiftieth Session, Supplement No. 6* (A/50/6/Rev.1).

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Section 24
Department of Humanitarian Affairs

Overview

24.1 The legislative authority for the central role of the Department of Humanitarian Affairs (DHA) in the coordination of humanitarian assistance derives primarily from General Assembly resolution 46/182 of 19 December 1991, in which the Assembly reconfirmed and further reinforced earlier decisions adopted by it and by the Economic and Social Council concerning disaster relief and mitigation, notably Assembly resolutions 2816 (XXVI) of 14 December 1971, which established UNDRO, and 44/236 of 22 December 1989, proclaiming the International Decade for Natural Disaster Reduction (IDNDR).

24.2 The proposed programme budget takes into account a number of additional functions entrusted to DHA by decisions of intergovernmental bodies in the areas of disaster reduction, environmental disasters and mine-clearance problems. The programme of work for the biennium 1996-1997 has been formulated pursuant to those resolutions and decisions and is consistent with programme 37, Emergency humanitarian assistance, of the medium-term plan for the period 1992-1997, as revised (A/47/6/Rev.1).

24.3 The increasing magnitude and frequency of natural and man-made emergencies that led to the adoption of General Assembly resolution 46/182 has continued unabated. DHA has coordinated the system-wide response to those emergencies and continued its efforts to enhance the effectiveness of instruments such as the Inter-Agency Standing Committee (IASC), the Consolidated Appeal Process and the Central Emergency Revolving Fund (CERF).

24.4 In the biennium 1996-1997, on the basis of evaluations and analysis of experience, the Department will give emphasis to enhancing early warning capacity, honing preventive tools and ensuring preparedness for rapid response, as well as strengthening further the coordination of humanitarian assistance in the critical initial phase of an emergency. Measures will be taken to improve prevention and preparedness capacities for natural disasters, including the promotion of disaster-reduction programmes adopted by the Yokohama World Conference on Natural Disaster Reduction and endorsed by the General Assembly in its resolution 49/22 A of 2 December 1994. The Department will continue to ensure that emergency assistance is provided in ways that are supportive of recovery and long-term development by facilitating coherent policies and strategies and mobilizing donor support, including for areas of post-conflict rebuilding such as mine clearance and the reintegration of displaced persons. It will continue to be a strong humanitarian advocate, emphasizing the human dimension of crisis situations, while at the same time contributing to the overall peace-building efforts of the United Nations.

24.5 Given the continued increase in the scale and frequency of emergencies, it is proposed to strengthen the capacity of the Department to respond more effectively through the establishment of three new posts (one P-5 and one P-3 in New York, and one P-5 in Geneva).

24.6 The estimated percentage distribution of total resources of the Department in 1996-1997 would be as follows:

		Regular budget	Extra-budgetary
		(percentage)	
A.	Executive direction and management	15.4	—
B.	Programme of work	64.8	99.4
C.	Programme support	19.8	0.6
	Total	100.0	100.0

Table 24.1 **Summary of requirements by programme**
(Thousands of United States dollars)

(1) *Regular budget*

Programme		1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
				Amount	Percentage			
A.	Executive direction and management	2 614.3	2 907.0	45.6	1.5	2 952.6	165.9	3 118.5
B.	Programme of work	11 078.8	12 368.2	248.5	2.0	12 616.7	543.2	13 159.9
C.	Programme support	1 249.0	3 759.5	55.8	1.4	3 815.3	206.5	4 021.8
	Total	**14 942.1**	**19 034.7**	**349.9**	**1.8**	**19 384.6**	**915.6**	**20 300.2**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
		Special Account for Programme Support Costs of the Department	
2 840.0	5 022.0	of Humanitarian Affairs	5 528.6
		(b) Substantive activities	
2 980.2	1 340.6	African Emergency Trust Fund	1 060.0
6 460.3	4 543.0	Afghanistan Emergency Trust Fund	4 489.0
		Emergency Trust Fund for	
13 191.0	5 762.4	Humanitarian Assistance for Iraq	5 099.8
33 931.8	2 125.4	Kampuchean Emergency Trust Fund	a/
		Sasakawa Disaster Prevention Award	
124.7	150.0	Endowment Fund	160.0
		Trust Fund for the United Nations	
51 582.4	28 497.8	Guard Contingent in Iraq	19 800.0
375.0	500.0	Trust Fund for Chernobyl	150.0
82 807.6	60 138.0	Trust Fund for Disaster Relief Assistance	60 138.0
		Trust Fund for the International Decade	
2 145.8	3 469.8	for Natural Disaster Reduction	1 732.4
		Trust Fund for Repatriation of	
2 297.9	129.4	Cambodian Refugees	a/
—	6 000.0	Trust Fund for Rwanda	—
		Trust Fund for Strengthening the Office	
3 046.7	3 613.0	of the Emergency Relief Coordinator	5 045.4
		Voluntary Trust Fund for Assistance in	
—	4 994.6	Mine Clearance	10 470.3
		(c) Operational projects	
45 167.6	26 457.0	Afghanistan Emergency Trust Fund	25 511.0
		Trust Fund for Technical Cooperation	
2 523.0	5 420.0	Activities	5 500.0
249 474.0	**158 163.0**	**Total**	**144 684.5**
264 416.1	**177 197.7**	**Total (1) and (2)**	**164 984.7**

a/ No information is currently available on projected expenditure in 1996-1997.

Table 24.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	12 067.5	14 086.8	363.3	2.5	14 450.1	731.4	15 181.5
Other staff costs	668.8	553.0	25.0	4.5	578.0	28.8	606.8
Consultants and experts	140.6	352.1	(74.1)	(21.0)	278.0	13.6	291.6
Travel	867.7	1 138.8	44.3	3.8	1 183.1	57.4	1 240.5
Contractual services	5.2	453.5	18.0	3.9	471.5	22.6	494.1
General operating expenses	390.6	669.3	134.3	20.0	803.6	40.1	843.7
Supplies and materials	48.7	83.6	24.9	29.7	108.5	5.2	113.7
Equipment	65.0	458.2	(146.4)	(31.9)	311.8	16.5	328.3
Fellowships, grants, contributions	688.0	1 239.4	(39.4)	(3.1)	1 200.0	—	1 200.0
Total	**14 942.1**	**19 034.7**	**349.9**	**1.8**	**19 384.6**	**915.6**	**20 300.2**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Object of expenditure*	*1996-1997 estimates*
29 016.7	27 743.5	Posts	28 788.4
55 731.3	33 073.2	Other staff costs	24 825.3
1 987.6	5 505.2	Consultants	6 570.0
8 694.6	6 767.6	Travel	5 720.5
5 615.4	2 183.5	Contractual services	1 869.9
50 794.9	18 546.2	General operating expenses	19 515.9
82.5	1 992.9	Supplies	1 309.4
43.1	430.8	Furniture	440.8
10 303.3	7 914.1	Equipment	6 164.8
87 204.6	54 006.0	Fellowships, grants, contributions	49 479.5
249 474.0	**158 163.0**		**144 684.5**
264 416.1	**177 197.7**		**164 984.7**

Table 24.3 **Post requirements**

Organizational unit: Department of Humanitarian Affairs

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
USG	1	1	—	—	—	—	1	1
D-2	4	4	—	—	3	3	7	7
D-1	5	5	—	—	4	3	9	8
P-5	8	10	—	—	23	24	31	34
P-4/3	18	19	—	—	54	57	72	76
P-2/1	6	6	—	—	13	15	19	21
Total	**42**	**45**	**—**	**—**	**97**	**102**	**139**	**147**
General Service category								
Principal level	3	3	—	—	—	1	3	4
Other levels	27	27	—	—	76	77	103	104
Total	**30**	**30**	**—**	**—**	**76**	**78**	**106**	**108**
Other categories								
Local level	—	—	—	—	48	48	48	48
Total	**—**	**—**	**—**	**—**	**48**	**48**	**48**	**48**
Grand total	**72**	**75**	**—**	**—**	**221**	**228**	**293**	**303**

A. Executive direction and management

Table 24.4 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	2 210.4	2 629.5	—	—	2 629.5	150.6	2 780.1
Other staff costs	96.1	—	—	—	—	—	—
Travel	267.5	277.5	45.6	16.4	323.1	15.3	338.4
Contractual services	2.0	—	—	—	—	—	—
General operating expenses	11.5	—	—	—	—	—	—
Supplies and materials	10.2	—	—	—	—	—	—
Equipment	16.6	—	—	—	—	—	—
Total	**2 614.3**	**2 907.0**	**45.6**	**1.5**	**2 952.6**	**165.9**	**3 118.5**

Table 24.5 Post requirements

Organizational unit: Office of the Emergency Relief Coordinator

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
USG	1	1	—	—	—	—	1	1
D-2	2	2	—	—	—	—	2	2
D-1	2	2	—	—	—	—	2	2
P-4/3	1	1	—	—	—	—	1	1
Total	**6**	**6**	**—**	**—**	**—**	**—**	**6**	**6**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	7	7	—	—	—	—	7	7
Total	**8**	**8**	**—**	**—**	**—**	**—**	**8**	**8**
Grand total	**14**	**14**	**—**	**—**	**—**	**—**	**14**	**14**

24.7 The broad role and functions of the Emergency Relief Coordinator were defined by the General Assembly in its resolution 46/182. As Under-Secretary-General for Humanitarian Affairs, the Coordinator provides overall direction, management and policy guidance to DHA through its offices in New York and Geneva. He provides leadership in the coordination of the overall response of the international community, particularly of the United Nations system, to disasters and emergencies; chairs and oversees the work of IASC and implementation of its policy decisions; directs the development of policy recommendations and strategies relating to the coordination and delivery of humanitarian assistance, with the aim of ensuring a timely and coherent response to both natural disasters and complex emergencies; manages CERF; undertakes humanitarian diplomacy, in close collaboration with the Department of Political Affairs and the Department of Peace-keeping Operations, including the facilitation of access to emergency areas for rapid delivery of humanitarian assistance, and consults with Governments of affected countries, the donor community and major policy makers in the international community on issues related to the provision of emergency humanitarian assistance; and mobilizes resources and support for the United Nations system's emergency programmes, including promotion of a better public understanding of the complexities and scope of emergency relief programmes. The Coordinator also serves as the advocate for humanitarian principles, ensuring humanitarian imperatives in conflict situations; participating in the planning of peace-keeping operations when the mandate for such an operation contains a humanitarian component, collaborating closely with the Department of Political Affairs and the Department of Peace-keeping Operations in the planning and coordination of United Nations activities in crisis situations.

24.8 The Coordinator is supported by offices in New York and Geneva, each headed by Directors. The Office of the Under-Secretary-General in New York assists him in the management of the Department as a whole, ensuring an integrated complementarity of activities and close cooperation between the two offices. Reflecting the subprogramme structure, the New York office has two substantive components, the Policy Analysis Division and the Complex Emergency Division. The Geneva office has three substantive components, the Disaster Reduction Division, the Information Management and External Relations Branch, and the Relief Coordination Branch. In addition, the Inter-Agency Support Unit (IASU) and the Disaster Management Training Programme (DMTP), with activities covering all substantive subprogrammes, are an integral part of the Director's Office at Geneva.

Resource requirements (at current rates): New York office

Posts

24.9 The estimated requirements of $1,634,900 reflecting no changes, would provide salaries and common staff costs of four posts in the Professional category and above (one USG, one D-2, one D-1, one P-3) and six General Service (one Principal level, five Other level) posts for the office of the Emergency Relief Coordinator in New York.

Travel

24.10 The requirements of $223,300, including a proposed increase of $56,200, relate to the travel of the Under-Secretary-General and his immediate staff for conferences concerning emergency humanitarian assistance; meetings of IASC; meetings, seminars and conferences sponsored by non-governmental organizations, humanitarian aid organizations and other professional and academic groups; negotiations and consultations with Governments of affected countries and to meet with donor Governments and major policy makers in the international community for the purpose of mobilizing support; pledging conferences and donors meetings for complex emergencies; and meetings of the Economic and Social Council, the Administrative Committee on Coordination and the Consultative Committee on Substantive Questions.

Resource requirements (at current rates): Geneva office

Posts

24.11 The estimated requirements of $994,600, reflecting no change, would provide salaries and common staff costs of two posts in the Professional category and above (one D-2 and one D-1) and two General Service (Other level) posts for the office of the Director at Geneva.

Travel

24.12 The requirements of $99,800, reflecting a decrease of $10,600, provide travel costs for the Director's office at Geneva for consultations and meetings in New York and sessions of the General Assembly; attending specialized conferences and fund-raising meetings in Europe; missions to emergency- and disaster-affected countries in Africa; and travel by staff of IASU to meetings of IASC and its working group.

B. Programme of work

Table 24.6 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	9 404.3	9 915.4	363.3	3.6	10 278.7	487.5	10 766.2
Other staff costs	318.2	—	—	—	—	—	—
Consultants and experts	70.6	352.1	(74.1)	(21.0)	278.0	13.6	291.6
Travel	338.1	861.3	(1.3)	(0.1)	860.0	42.1	902.1
General operating expenses	217.4	—	—	—	—	—	—
Supplies and materials	25.2	—	—	—	—	—	—
Equipment	17.0	—	—	—	—	—	—
Fellowships, grants, contributions	688.0	1 239.4	(39.4)	(3.1)	1 200.0	—	1 200.0
Total	**11 078.8**	**12 368.2**	**248.5**	**2.0**	**12 616.7**	**543.2**	**13 159.9**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
2 110.0	4 185.6	Special Account for Programme Support Costs of the Department of Humanitarian Affairs	4 711.6
		(b) Substantive activities	
2 980.2	1 340.6	African Emergency Trust Fund	1 060.0
6 460.3	4 543.0	Afghanistan Emergency Trust Fund	4 489.0
13 191.0	5 762.4	Emergency Trust Fund for Humanitarian Assistance for Iraq	5 099.8
33 931.8	2 125.4	Kampuchean Emergency Trust Fund	a/
124.7	150.0	Sasakawa Disaster Prevention Award Endowment Fund	160.0
51 582.4	28 497.8	Trust Fund for the United Nations Guard Contingent in Iraq	19 800.0
375.0	500.0	Trust Fund for Chernobyl	150.0
82 807.6	60 138.0	Trust Fund for Disaster Relief Assistance	60 138.0
2 145.8	3 469.8	Trust Fund for the International Decade for Natural Disaster Reduction	1 732.4
2 297.9	129.4	Trust Fund for Repatriation of Cambodian Refugees	a/
—	6 000.0	Trust Fund for Rwanda	—
3 046.7	3 613.0	Trust Fund for Strengthening the Office of the Emergency Relief Coordinator	5 045.4
—	4 994.6	Voluntary Trust Fund for Assistance in Mine Clearance	10 470.3
		(c) Operational projects	
45 167.6	26 457.0	Afghanistan Emergency Trust Fund	25 511.0
2 523.0	5 420.0	Trust Fund for Technical Cooperation Activities	5 500.0
248 744.0	**157 326.6**		**143 867.5**
259 822.8	**169 694.8**		**157 027.4**

a/ No information is currently available on projected expenditure in 1996-1997.

Table 24.7 Post requirements

Organizational unit: Department of Humanitarian Affairs

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-2	2	2	—	—	3	3	5	5
D-1	3	3	—	—	4	3	7	6
P-5	8	10	—	—	22	23	30	33
P-4/3	14	15	—	—	53	56	67	71
P-2/1	5	5	—	—	13	15	18	20
Total	**32**	**35**	**—**	**—**	**95**	**100**	**127**	**135**
General Service category								
Principal level	2	2	—	—	—	1	2	3
Other levels	15	15	—	—	73	75	88	90
Total	**17**	**17**	**—**	**—**	**73**	**76**	**90**	**93**
Other categories								
Local level	—	—	—	—	48	48	48	48
Total	**—**	**—**	**—**	**—**	**48**	**48**	**48**	**48**
Grand total	**49**	**52**	**—**	**—**	**216**	**224**	**265**	**276**

24.13 Programme 37, Emergency humanitarian assistance, of the medium-term plan for the period 1992-1997, as revised, provides the broad orientation for the programme of work of DHA during the biennium and outlines its strategy and objectives for ensuring improved preparation, a more effective international response to emergencies and natural and man-made disasters, thus reducing the suffering, loss of life and material destruction, and promoting a smooth transition from relief to rehabilitation and development.

24.14 The programme of work has a primary goal of coordinating and facilitating the response of the United Nations system and the international community to emergencies, cooperating closely with both donor and recipient Governments and intergovernmental and non-governmental organizations to ensure a timely and effective approach to emergencies and disasters and the delivery of assistance.

24.15 Within the programme of work, the estimated percentage of distribution of resources by subprogramme would be as follows:

	Regular budget	*Extra-budgetary*
	(percentage)	
Subprogramme 1. Policy planning and development	11.9	7.0
Subprogramme 2. Disaster prevention and preparedness	23.5	9.0
Subprogramme 3. Emergency information management	17.6	2.0
Subprogramme 4. Disaster relief	20.5	42.0
Subprogramme 5. Complex humanitarian emergencies	26.5	40.0
Total	**100.0**	**100.0**

24.16 Subprogrammes 1, 2, 4 and 5 were designated high priority by the General Assembly in its resolution 47/214 of 23 December 1992. Subprogrammes 1 and 5 will be implemented by the New York office and the other subprogrammes by the Geneva office.

Subprogramme 1
Policy planning and development

24.17 The objectives of the subprogramme are (a) to promote an effective United Nations response to emergencies through the formulation of system-wide policies and plans of action, in close cooperation with all concerned; (b) to undertake reviews of emergency situations with a view to drawing lessons and recommending ways of improving the effectiveness of humanitarian assistance; and (c) to study in-depth relevant phenomena, such as economic and military sanctions, in order to find ways and means of minimizing any impediments to the delivery of prompt and effective relief.

24.18 During the biennium, the subprogramme will focus on key policy issues that are important for improving the implementation of emergency assistance. Those policy issues relate to the facilitation of access to affected areas for rapid delivery of relief aid, the exercise of humanitarian diplomacy, measures to support post-conflict nation-building, the resettlement of internally displaced persons, mine clearance and land-mine problems. In accordance with General Assembly resolution 49/139 B of 20 December 1994, ways of strengthening the participation of volunteers "White Helmets" will be formulated. The cooperative framework developed between DHA, the Department of Political Affairs and the Department of Peace-keeping Operations will be further strengthened.

Activities

1. International cooperation

Emergency and humanitarian relief services

(a) *Protection of humanitarian mandates.* Periodic reviews of the inter-agency operational guidelines and principles developed by IASC, with a view to updating and improving the guidelines on protection of humanitarian mandates in the light of prevailing situations and experience gained during their application;

(b) *Transition from relief to development.* Exploration of linkages between emergency and longer-term development assistance, as well as further developing and streamlining of humanitarian assistance activities within the context of the continuum from relief to development, *inter alia,* through a more comprehensive integration of preventive and curative interventions in the area of humanitarian aid;

(c) *Sanctions.* Analysis of the humanitarian impact of economic sanctions on civilian populations and promotion of inter-agency humanitarian assessment and monitoring instruments;

(d) *Demobilization and reintegration.* Analyses of the demobilization of ex-combatants and their reintegration into their communities and collaboration with operational organizations of the United Nations system to achieve agreement on a consolidated approach to the issue, as well as practical coordination arrangements within and beyond the system;

(e) *White Helmets.* Drafting of codes of conduct, training programmes and special coordination guidelines in the implementation of General Assembly resolution 49/139 B on the participation of volunteers (White Helmets) in activities of the United Nations in the field of humanitarian relief, rehabilitation and technical support for development;

(f) *Internally displaced persons.* Reviewing approaches to issues concerning internally displaced persons as practised by the humanitarian operators and examining the possibility of a global or regional conference on mass migration and displacement;

(g) *Evaluation.* Preparation of evaluation studies of actual emergency operations; thematic studies on the following issues: (i) reintegration of repatriates, internally displaced person returnees, demobilized soldiers and others, rehabilitation programmes and their contribution to sustainable development; (ii) relief distribution systems in politically volatile circumstances where aid is contested or diverted to support objectives that run counter to humanitarian principles and programmes; (iii) use and cost-effectiveness of civilian and military assets in complex emergencies; and (iv) interaction between humanitarian and other components of United Nations peace-keeping operations;

(h) *Mine clearance and land-mine-related issues.* As focal point for mine clearance and land-mine-related matters, coordination and monitoring of de-mining operations of the United Nations system, provision of technical support and mobilization of resources for de-mining programmes, articulating a consistent and unified United Nations policy and response regarding assistance in mine clearance, DHA will develop a stand-by capacity of de-mining experts to ensure quick response to requests for assistance in mine clearance; expand the de-mining database and library of technical literature on land-mine problems; mobilize international awareness, public support and promote greater adherence to the moratorium on the export of anti-personnel land-mines; and initiate a regime to limit stockpiling, production and trade of land-mines (XB).

2. Parliamentary services

Parliamentary documentation. Report to the General Assembly on the strengthening of the coordination of emergency humanitarian assistance of the United Nations.

3. Published material

Technical material. Policy and operational guidelines for use in training modules; information material related to its advocacy role, such as in mine clearance; and development and maintenance of a resource database of studies and research on key humanitarian issues for use by operational organizations of the system and other concerned organizations and institutions.

4. Coordination, harmonization and liaison

Coordination with organizations of the United Nations system through substantive support for deliberations of IASC and its working group on policy issues relating to the provision of humanitarian assistance; and organization of ad hoc inter-agency meetings to discuss system-wide policy issues and of meetings with non-governmental organizations and the academic community to ensure complementarity of activities and increase the flow of information on the broad range of humanitarian relief issues.

Subprogramme 2
Disaster prevention and preparedness

24.19 This subprogramme aims at reducing the destructive effects of disasters through concerted international action and by strengthening national and local capacities for disaster mitigation.

24.20 The strategies adopted for disaster prevention and preparedness derive from General Assembly resolutions 44/236 and 46/182 and include coordination of international activities within the framework of the IDNDR; promotion of disaster reduction through raising awareness, other public information activities and information exchange; human resource development through training and education; support to development and the application of appropriate technology for disaster reduction; support to the development and coordination of early warning systems; evaluation of studies and development of preparedness plans with emphasis on the cost-benefit aspects of disaster reduction and on the use of local resources and community involvement; strengthening of the capacities of regional, national and local disaster reduction programmes; and mobilization of resources for disaster mitigation and facilitation of international cooperation.

24.21 The Department's orientation during the biennium 1996-1997 responds to the Yokohama Strategy for a Safer World: Guidelines for Natural Disaster Prevention, Preparedness and Mitigation, and the Plan of Action adopted by the World Conference on Natural Disaster Reduction, endorsed by the General

Assembly in its resolution 49/22. Resolution 49/22 A provides the main legislative basis for IDNDR activities, while resolution 49/22 B places specific responsibility on the Department for reviewing and reporting on the early warning systems for natural and environmental disasters.

24.22 The Department's Disaster Management Training Programme (DMTP) and Early Warning Systems will be further developed, with special attention to the relationship between emergency, rehabilitation and development, and to the fact that economic growth and sustainable development are essential for prevention and preparedness against natural disasters and other emergencies. The secretariat for the Decade, as an integral part of DHA, will continue to coordinate and to promote Decade activities, and to provide substantive support to the Special High-level Council, the Scientific and Technical Committee, National Committees and the Inter-Agency Steering Committee for the Decade.

Activities

1. International cooperation

Emergency and humanitarian relief services

(a) Promotion of the Yokohama Strategy and Plan of Action for the second half of the IDNDR as endorsed by resolution 49/22; and resource mobilization for activities related to the Decade (IDNDR activities are funded from extrabudgetary resources);

(b) Establishment of institutional linkages and networks of institutions at the global and regional level will continue in the biennium, involving the scientific community, universities and associations, which have developed a multitude of programmes within the IDNDR framework;

(c) Establishment of mechanisms for identifying appropriate technologies for disaster reduction and transfer of technology projects, in coordination with the scientific community and the private sector;

(d) Contacts with telecommunication and construction industries will be enhanced. The corporate sector has, in some developing countries, provided advanced schemes for disaster reduction at national and local levels, which will be studied and promoted in the biennium. Collaboration will continue with the insurance industry, which has extensive information on the economic aspects of disasters. The establishment of modern insurance institutions, where appropriate, will be supported within the IDNDR framework.

2. Parliamentary services

(a) *Parliamentary documentation.* Report on the IDNDR to the Economic and Social Council and the General Assembly;

(b) *Substantive services.* The Special High-level Council (2 meetings in the biennium); the Scientific and Technical Committee (2 meetings in the biennium); the Inter-Agency Steering Committee for the IDNDR (10 meetings in the biennium); preparations for the Second World Conference on the IDNDR, which will be held at the end of the Decade.

3. Published material

(a) *Recurrent publications. Stop Disasters,* an IDNDR newsletter (6 issues per year), also available through the electronic media;

(b) *Technical material.* Within the framework of IDNDR a database of information sources will be established, with access through electronic media. The further development of DHA information bases and systems will continue in 1996-1997, with particular emphasis on providing access at the regional, national and local levels. Linkages with other relevant databases will be established.

4. Information materials and services

(a) *Booklets, pamphlets, information kits.* Brochures, information kits, press features promoting the IDNDR and the results of the 1994 mid-term World Conference on the Decade;

(b) *Press releases.* On IDNDR activities and the annual IDNDR Day (the second Wednesday in October);

(c) *Special events.* Media events will be organized, based on the information strategy recommended by the Scientific and Technical Committee. The main message, establishment of a "culture of

prevention", will be promoted in coordination with the main Decade participants, organizations, associations and the private sector.

5. *Operational activities*

(a) *Advisory services.* Support for UNDP-funded projects in the field of disaster reduction; support missions following national and regional requests; and follow-up advisory services for projects in which DHA is involved. Requests for disaster-reduction assistance are expected from approximately 15 countries. Implementation of demonstration projects addressing the problems identified at the World Conference on Natural Disaster Reduction will continue in the biennium. Case-studies to illustrate the benefits of disaster-reduction programmes will be undertaken in cooperation with United Nations organizations and the scientific community. The registry of IDNDR projects will be monitored and updated on a quarterly basis;

(b) *Group training, seminars, workshops and fellowships.* Training activities will support the implementation of the Yokohama Strategy and Plan of Action. Seminars and workshops will be held at regional and subregional levels to facilitate regional cooperation and coordination. In addition, several national and subregional workshops are expected to be held as part of field projects. These include the annual IDNDR Pacific Disaster Reduction Meeting. The fellowship programme will continue to provide opportunities for training of individuals who can make an important contribution to disaster-reduction efforts in their respective countries. There will also be further development and implementation of DMTP for emergency management capacity-building, providing disaster-prone countries with essential knowledge and skills (the Training Programme is funded from extrabudgetary resources);

(c) *Field projects.* Field projects in the South Pacific and several projects in Latin America will continue through the biennium; activities in China, Nepal, Republic of Moldova and Viet Nam are expected to expand to full-scale field projects in 1996-1997. Other countries where field projects are planned include Indonesia, Kazakhstan and the Russian Federation, and several of the countries where advisory missions were undertaken in the previous biennium. Field projects to guide countries in the systematic application of disaster-mitigation methods in particularly high-risk locations are in progress in numerous countries.

Subprogramme 3
Emergency information management

24.23 The overall objective of the subprogramme is to enhance the Department's capacity to anticipate, provide operational support for and coordinate the response of the international community to humanitarian emergencies and natural disasters.

24.24 Building on the activities carried out in 1994-1995, the subprogramme will cover four different fields of activity in the biennium 1996-1997. Firstly, the Department will continue to strengthen its technical capacity to collect, analyse and store relevant emergency information through further development of its information management systems. Secondly, the Department will develop its information-dissemination capacity in a selective way to respond to the specific needs of its emergency partners, including through the wider utilization of existing public information networks such as Internet. Thirdly, full use will be made of external relations and publications to provide objective information on emergencies to the public at large, to engage in advocacy of humanitarian programmes and causes and to promote support for humanitarian assistance efforts. Finally, work will continue on developing strategic approaches to emergency information management and humanitarian emergencies that will be of benefit not only to DHA but also to the United Nations system and the international community.

24.25 The Department's effectiveness in carrying out its mandated tasks will require the goodwill and cooperation of donor Governments, recipient countries, non-governmental organizations and United Nations organizations involved in humanitarian assistance programmes. Wide collaboration between the Department and its emergency assistance partners will be emphasized in the field of information and close

cooperation will continue with other United Nations entities such as the Department of Peace-keeping Operations and the Department of Political Affairs.

24.26 The New York office will be responsible for planning the information strategy of the Department. The Geneva office will be responsible for the technical aspects of information management with regard to emergencies and disasters. In addition, the New York and Geneva offices will be responsible for external relations activities related to the work of the Department at their respective headquarters.

Activities

1. International cooperation

(a) *Emergency and humanitarian relief services*

(i) *Strengthening of the Emergency Operations Centre*. Using modern telecommunications and satellite connections permitting instant decision-making, the Centre will operate specialized databases, computer-generated maps and appropriate voice, fax and electronic mail facilities. Priority will be given to establishing operational links between the Department's Centre and the situation room of the Department of Peace-keeping Operations as well as with the operations centres of other United Nations organizations such as WFP. Connections between the Centre and emergency sites will be developed. The Centre will serve as a coordinating base for inter-agency prevention and response in case of major emergencies and sudden natural disasters. The capacity of the Centre will be enhanced for early warning of disasters and for monitoring of emergencies, as well as for stand-by and response;

(ii) *Development of emergency information systems*. The Department will further develop its information management systems in order to provide emergency managers with timely and selective information and will share with other emergency partners basic information relevant to their needs. In 1996-1997, the Reliefnet international programme will be further developed on the basis of the prototype introduced in 1995; particular attention will be given to enhancing the Department's provision of information on its own activities on Internet; internal information systems will be improved to permit the real-time sharing of files and databases between the New York and Geneva locations as well as between Headquarters and the field; and internal office management systems will be enhanced to increase efficiency of output, including the introduction of a computerized documents management scheme and modernization of registry operations;

(iii) *Early warning systems*. Information systems will be developed with a view to providing an operational basis for possible action as a result of early warning activities; and systems will be put in place to ensure real-time access to existing early warning programmes of other United Nations organizations;

(b) *External relations*

(i) During the biennium, a targeted approach to external relations relating to the coordination of humanitarian assistance will be developed with interested Governments, relevant governmental and non-governmental organizations, other humanitarian organizations and the media. Representatives of the Department in the field will participate in specialized activities at the country level. The flow of information to the media will be improved and seminars and symposia will be scheduled. The Department will continue to participate in public meetings on humanitarian assistance and respond to requests for information material, interviews and articles. External relations concerning IDNDR activities will be actively pursued;

(ii) Strategies designed to inform and sensitize the humanitarian assistance community and the general public on the work of the United Nations and its system of organizations will be developed. Particular attention will be paid to activities designed to monitor and promote understanding of the United Nations role in the field of humanitarian assistance. The communications and publications programme of the Department will be developed with a view to supporting the objectives of strategies adopted;

(iii) Audiovisual support materials will be developed, as well as posters and other promotional printed materials. Subject to the availability of extrabudgetary funding, the DMTP information programme will be enhanced and films and videos on humanitarian assistance activities of the United Nations produced.

2. *Published material*

(a) *Recurrent publications. DHA News* (5 issues per year including a special annual issue) and *DHA Newsletter,* by electronic mail (24 issues per year);

(b) *Non-recurrent publications. Disaster Prevention and Mitigation — Compendium of Current Knowledge* and *Guidelines for Disaster Prevention;*

(c) *Technical material.* Field coordination handbook; directory of international disaster response teams; electronic mail bulletins of situation reports, databases and emergency information; a system will be introduced for the central coordination and monitoring of all databases, both for internal and external use; focused databases, such as a natural disaster history and a register of national relief offices will be updated and improved; and national and regional databases on natural disasters and complex emergencies will be introduced in cooperation with internal units and with external entities at the national and regional levels.

3. *Information materials and services*

(a) *Booklets, pamphlets and information kits.* Information manuals on humanitarian assistance issues for the field and for government officials, and brochures and pamphlets on the response capacity of the United Nations system;

(b) *Press releases.* Approximately 30 consolidated appeals, 70 press releases issued on emergency situations, fact-finding missions, donor meetings and the launching of consolidated appeals;

(c) A documentation centre will serve as a central resource point, providing information in both electronic and published form on humanitarian activities, to which the existing audiovisual reference library will be attached. About 500 new publications will be acquired and 125 periodicals reviewed and classified. Connections with other specialized centres on humanitarian assistance will be strengthened, particularly with regard to the field of sudden environmental threats. The Centre will strengthen its existing links with the Dag Hammarskjöld Library and work towards online information processing and retrieval services for all its users world wide.

Subprogramme 4
Disaster relief

24.27 In accordance with General Assembly resolution 46/182, this subprogramme aims at the mobilization and coordination of immediate assistance following natural and other sudden disasters.

24.28 To facilitate a concerted international response, consolidated information related to disasters is analysed and disseminated widely by the Department to the international community. In addition, the Department is putting into operation various contingency and stand-by mechanisms that aim at improving emergency preparedness. They include the establishment of the United Nations Disaster Assessment and Coordination (UNDAC) team, the military and civil defence assets project, a Central Register of Disaster-Management Capacities and an Emergency Operations Centre.

24.29 In addition, a Joint UNEP/DHA Environment Unit has been set up within the Department to address environmental aspects of emergencies, including industrial accidents. In this joint effort, UNEP retains substantive responsibility for dealing with environmental matters and DHA assures operational coordination of the international response.

24.30 The Department's focus in the biennium will be to strengthen its capacity to assist disaster-stricken countries by effective relief coordination and resource mobilization, and further to develop contingency and stand-by mechanisms. Specifically, the Department aims at taking an even more pro-active approach

to disaster relief coordination. This would entail, *inter alia,* close cooperation with United Nations agencies and programmes, donor Governments and non-governmental organizations; improving early warning and alert functions; immediate action for mobilizing the system when a sudden natural disaster or other emergency strikes; strengthening capacities for field missions, on-site assessments, operational cooperation and coordination; ensuring the emergency-to-development continuum; and development of its capacity to respond to environmental aspects of emergencies, including industrial accidents, through the Joint UNEP/DHA Environment Unit.

24.31 As called for in resolution 46/182, the Department will continue to attach particular importance to innovative approaches for improving emergency response, *inter alia,* through contingency funding arrangements; the finalization of the Central Register of Disaster-Management Capacities; the conclusion of further arrangements with relevant partners to draw upon capacities existing within and outside the United Nations; the introduction of special emergency guidelines and procedures; the continued development of emergency telecommunications capabilities; and expanding the supply capacity of the DHA warehouse at Pisa, Italy.

Activities

1. International cooperation

Emergency and humanitarian relief services

(a) Strengthening the Central Register of Disaster-Management Capacities as an operational instrument providing essential support to the United Nations system and the international community in their efforts to deliver assistance in a timely and coordinated manner. The following activities are envisaged during the biennium (XB):

(i) Maintenance of the existing five parts of the Central Register of Disaster-Management Capacities: "International search and rescue teams"; "National emergency response offices"; "Emergency relief services of donor countries"; "Emergency stockpiles"; and "Disaster management expertise";

(ii) Incorporation of a roster of military and civil defence assets as well as a roster of national capabilities for the provision of environmental assistance in the Central Register;

(iii) Establishment of a directory of rules and procedures, existing in different countries, for customs clearance of disaster relief supplies, items and teams at the points of departure and arrival;

(iv) Preparation, in collaboration with the Customs Cooperation Council and UNCITRAL, of a standard text for agreements with customs authorities in countries where stockpiles are located and in countries to which relief items are transported, for facilitating movement of disaster relief items and teams. Conclusion of bilateral agreements with the respective Governments;

(b) The Department continues to develop its operational coordination programme for sudden disasters, including the management of systems for immediate assessment of damage and relief needs, mobilization of international resources, rapid initiation and support of field coordination, exchange of know-how and techniques, as well as the development of standard operational procedures in the deployment of international response teams. To that end, the Department has put into operation various schemes, including the International Search and Rescue Advisory Group and the UNDAC team (XB);

(c) Under the military and civil defence assets project, the programme of international exercises initiated in 1993, and the programme of training initiated in 1995 will be continued. Building on previous efforts, agreements will be negotiated with individual countries on their readiness to offer military and civil defence assets for humanitarian missions (XB);

(d) The Department's capacity to provide emergency telecommunications linkages with and within the field will be further developed, improving support to field-oriented activities in sudden onset disasters and new complex emergencies (XB);

(e) Coordinating the response to environmental disasters, as well as technological accidents and activities related to mitigating the consequences of the Chernobyl disaster, will be addressed by the Joint UNEP/DHA Environment Unit established in the Department in 1994. The Joint Unit is helping to extend the coverage of United Nations disaster relief operations to areas that have not historically been addressed. Environmental disasters are an increasingly important problem and this integrated approach highlights a vital role for inter-agency cooperation to achieve positive results in a complex area. The Department will continue its activities with regard to the consequences of the Chernobyl accident. In that context, further meetings of the Inter-Agency Task Force will be convened and the international community will mark the tenth anniversary of the Chernobyl disaster in 1996. Another important task will be the coordination of relevant activities through the Quadripartite Ministerial Committee and special attention will be given to cooperation with EU in this field.

2. *Operational activities*

Advisory services

(a) Facilitation of relief coordination and resource mobilization at the international, country and regional levels:

(i) The Department expects to respond to approximately 150 sudden onset disasters during the biennium 1996-1997. Based on past experience, it is estimated that more than half of the disasters will call for a field mission, including the dispatch of an UNDAC stand-by team to an actual disaster site, fully equipped with telecommunications capability. Many disaster-stricken countries require assistance in the assessment of damage and humanitarian needs, which serves as a basis for providing an appropriate international response during the immediate survival phase. Assistance is also needed to facilitate on-site coordination of international relief activities, including search and rescue;

(ii) Approximately 80 appeals for international assistance and dissemination of an average of 450 situation reports are expected during the biennium. Situation reports are issued to some 350 addressees of the international community to provide continuously updated information on an evolving disaster situation, humanitarian needs and contributions made through the Department, the United Nations system and the international community at large. Instantaneous dissemination world wide of those appeals by means of a computerized communications system is essential for achieving the subprogramme's objectives;

(iii) Additional measures to support more effective relief operations, including the strengthening of the Emergency Operations Centre with advanced technology for early warning and monitoring. The Centre operates on a 24-hour basis during emergencies and standard operational procedures for stand-by and immediate activation in case of sudden disasters will be enhanced;

(b) Provision of assistance to national authorities for search and rescue operations, relief coordination, supply logistics and distribution of relief material at the disaster site will be provided through field missions of DHA staff and UNDAC teams;

(c) Assistance in the form of resources and expertise to an affected country:

(i) The Department is authorized by the General Assembly to provide an emergency grant of up to $50,000 for any one disaster. Such grants can be disbursed rapidly and provide immediate international relief aid or finance local relief programmes (RB);

(ii) Approximately 50 relief shipments, mainly by air, are foreseen during the biennium. Most disaster-stricken countries need immediate and basic relief items to cope with urgent humanitarian needs. Permanent stocks of basic relief goods in the Department's warehouse at Pisa, Italy, enable a quick response to such needs. Efforts will be made with donor countries to expand donor contributions to the warehouse, which is funded exclusively from voluntary resources. Negotiations will be pursued with organizations of the United Nations system for the expansion of stockpiled supplies (XB).

3. Coordination, harmonization and liaison

Close cooperation with UNDP will continue, especially in the field with the resident coordinator throughout relief operations. Coordination with United Nations organizations in reducing the impact of industrial, chemical and nuclear disasters involves sharing information and notification of disaster incidents; disseminating information and situation reports; making available the Emergency Operations Centre with 24-hour coverage; and identifying required expertise and other resources, including military and civil defence assets, through the Central Register of Disaster-Management Capacities. Existing memoranda of understanding with relevant organizations will be updated, and close consultations and coordination ensured through inter-agency meetings, particularly with IAEA and UNEP.

Subprogramme 5
Complex humanitarian emergencies

24.32 The objective of the subprogramme is to support the mechanisms for operational coordination and inter-agency programming through IASC, other forums and the United Nations resident coordinators in the field in order to facilitate a coordinated and coherent response to major complex emergencies affecting large numbers of persons suffering from famine or displaced by civil strife or other disorders.

24.33 While it is not possible to anticipate with any degree of accuracy what complex emergencies will arise in the future, the historical record and the experience gained from previous situations can be an indicator of what may be expected and a useful tool for providing a timely and effective response. For example, in 1994 the Department dealt with complex emergencies in 24 countries, of which 13 were in Africa — Angola, Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Liberia, Mozambique, Rwanda, Sierra Leone, Somalia, the Sudan and Zaire; 4 were in the former Soviet Union — Armenia, Azerbaijan, Georgia and Tajikistan; 2 were in the Middle East — Iraq and Yemen; while 5 were in other parts of the world — Afghanistan, Haiti, Myanmar, Papua New Guinea and the former Yugoslavia. At the same time, the Department closely monitored the situation in 18 other countries where it was felt that emergency situations might arise. In six of those countries — Belarus, Kyrgyzstan, Lebanon, Republic of Moldova, Ukraine and Yemen — the Governments concerned were in contact with DHA regarding the provision of humanitarian assistance.

24.34 Location of the Complex Emergency Division in the New York office enables close and constant cooperation with the Department of Political Affairs and the Department of Peace-keeping Operations in the delivery of humanitarian assistance in countries where there are peace-keeping operations and an emergency humanitarian component. A Rapid Response Unit within the Complex Emergency Division is responsible for ensuring an immediate response to new or emerging complex emergencies, deploying relief officers who assist the humanitarian coordinator and other actions designed to support field coordination efforts, including contingency planning, arranging for stand-by support, establishing a response roster of personnel and making liaison arrangements in respect of military support for humanitarian operations. Within the Complex Emergency Division located in New York is a Complex Emergency Support Unit at the Geneva office, responsible for tracking, in financial terms, the response to inter-agency consolidated appeals; mobilizing further support for the appeals, where required; assisting with the assembling, finalization and dissemination of consolidated appeals; organizing inter-agency task forces, and donors' meetings related to complex emergencies; and maintaining liaison with concerned permanent missions at Geneva, European donors, United Nations agencies and non-governmental organizations based in Europe.

Activities: New York office

1. International cooperation

Emergency and humanitarian relief services:

(a) Monitoring potential complex emergency situations;

(b) Consultations with Governments of affected countries, donors and United Nations entities concerning emergency situations (10 missions per year);

(c) Organization of inter-agency needs assessment missions to affected countries (9 missions per year);

(d) Designating humanitarian coordinators, setting up field coordination structures and apportioning responsibilities among United Nations system organizations;

(e) Monitoring the implementation of humanitarian relief programmes and providing support to the field;

(f) Organizing ad hoc missions to resolve problems in programme implementation (10 missions per year);

(g) Convening periodic meetings with intergovernmental and non-governmental organizations;

(h) Collecting and processing information in order to provide donors, United Nations agencies, recipient and donor Governments and intergovernmental and non-governmental organizations with regular reports on the response to emergency situations.

2. Parliamentary services

(a) *Parliamentary documentation*. Reports to the Economic and Social Council and the General Assembly on specific complex emergency situations;

(b) *Substantive services*. Organization of and substantive support for pledging conferences and donors meetings in New York and Geneva (10 per year).

3. Published material

Non-recurrent publications. Preparation and production of inter-agency consolidated appeal documents (15 per year).

4. Coordination, harmonization and liaison

The Department provides substantive support for deliberations of IASC on complex emergencies (2 meetings per year at level of heads of agencies; 6 meetings per year at task force and working group level); promotion of the concept of including preparedness and prevention activities in consolidated appeals, where appropriate; and organization of ad hoc inter-agency meetings (20 per year).

Activities: Geneva office

1. International cooperation

Emergency and humanitarian relief services

(a) Tracking of the financial response to complex emergency situations (8 new appeals per year) and assistance with resource mobilization;

(b) Assistance with the finalization of consolidated appeals (15 per year), including clearance with United Nations agencies' headquarters.

2. Coordination, harmonization and liaison

Organization of various meetings related to complex emergencies, including inter-agency task forces, donors' meetings, meetings with intergovernmental and non-governmental organizations, and liaison with Governments through permanent missions at Geneva and with the European donor community.

Resource requirements (at current rates): New York office

Posts

24.35 The estimated requirements of $3,721,400, including a proposed increase of $210,200, would provide for the following posts:

(a) The following 13 posts in the Professional category and above and 8 General Service posts on a continuing basis: 2 D-2, 1 D-1, 3 P-5, 4 P-4, 2 P-3 and 1 P-2 and 8 General Service (Other level);

(b) Two new posts (1 P-3 and 1 P-5) for the New York office:

(i) The proposed new P-3 post is required for the Complex Emergency Division, Africa I Section. The principal function would be to assist the Chief of a section that deals with emergencies in the countries of west, central and southern Africa. The incumbent of the post would be

responsible for monitoring ongoing emergencies, analysing early warning data, drafting appeals, situation reports and case-studies, and assisting with inter-agency meeting and needs assessment missions;

(ii) The proposed new P-5 post is required for the Complex Emergency Division, Chief of the Asia, Europe and Latin America Section. As Chief of the Section the incumbent would be responsible for developing comprehensive country-based and regional humanitarian strategies, ensuring proper measures are taken for effective coordination of all aspects of humanitarian assistance programmes in those regions, including support on the ground, fund-raising initiatives and consolidated inter-agency appeals.

Consultants and experts

24.36 The estimated requirements of $161,800, reflecting no change, would provide for consultancy services in the following areas of work: development of programme modalities for a smooth transition from relief to rehabilitation to long-term sustainable development, including integration of mitigation measures in the development process, analysis of specific aspects of the sanctions question; thematic studies on areas such as demobilization and reintegration of ex-combatants and internally displaced persons; development of policy guidelines and operational arrangements for de-mining programmes; comprehensive need assessment missions; and development of strategies for mobilization of resources.

Travel

24.37 The estimated requirements of $421,100, including an increase of $50,000, would provide for missions to consult with international development and financial institutions to explore and define practical arrangements for the transition from relief to rehabilitation and long-term development; participation in inter-agency consultative mechanisms on early warning of flows of displaced persons; evaluation missions of selected emergency situations; consultations with Governments, non-governmental organizations and concerned organizations on the funding and implementation of de-mining programmes; collaboration with academic and scientific institutions in North America on humanitarian issues; consultations with Governments of affected countries, donors and organizations on complex emergency situations; and missions to affected countries in the context of programme implementation.

Resource requirements (at current rates): Geneva office

Posts

24.38 The estimated requirements of $6,557,300, including an increase of $153,100, would provide for the following continuing posts: two D-1, five P-5, four P-4, four P-3 and four P-2/1, and two General Service (Principal level) and seven General Service (Other level). In addition, one new P-5 post is proposed for the Geneva office to head the Complex Emergency Support Unit. The incumbent would provide direct support to the head of the Complex Emergency Division and to DHA field coordinators; ensure the flow of vital and accurate information to field officers; maintains liaison with donors and permanent missions at Geneva, with government officials in European capitals, United Nations agencies, non-governmental organizations and European humanitarian organizations; prepare briefing notes; and participate in inter-agency meetings related to complex emergencies.

Consultants and experts

24.39 The estimated requirements of $116,200, reflecting a decrease of $74,100, relate to a reduced need for expert groups and would provide consultancy services for the following activities:

(a) Assistance with analysing needs, formulating and evaluating mitigation projects, workshops and training seminars;

(b) Technical aspects of early warning, information systems development, telecommunications; printed data publications;

(c) Technical expertise required for field missions to assess disaster situations, relief assistance, post-disaster evaluations; preparation of consolidated appeals.

Travel

24.40 The estimated requirements of $438,900, reflecting a decrease of $51,300 as a result of rationalization of work and improved planning, would provide for missions to disaster-prone countries for feasibility studies in response to requests for disaster-mitigation assistance; field missions linked to information systems coordination, data dissemination and preparation of field reports; and assessment and coordination missions, to prepare consolidated inter-agency appeals and participate in inter-organizational meetings regarding complex emergencies and disasters.

Fellowships, grants, contributions

24.41 The requirements of $1,200,000 provide for grants, which, in accordance with General Assembly resolution 38/202 of 20 December 1983, would enable the Department to respond to requests for emergency disaster assistance, with a ceiling of $50,000 per country in the case of any one disaster.

C. Programme support

Table 24.8 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	452.8	1 541.9	—	—	1 541.9	93.3	1 635.2
Other staff costs	254.5	553.0	25.0	4.5	578.0	28.8	606.8
Consultants and experts	70.0	—	—	—	—	—	—
Travel	262.1	—	—	—	—	—	—
Contractual services	3.2	453.5	18.0	3.9	471.5	22.6	494.1
General operating expenses	161.7	669.3	134.3	20.0	803.6	40.1	843.7
Supplies and materials	13.3	83.6	24.9	29.7	108.5	5.2	113.7
Equipment	31.4	458.2	(146.4)	(31.9)	311.8	16.5	328.3
Total	**1 249.0**	**3 759.5**	**55.8**	**1.4**	**3 815.3**	**206.5**	**4 021.8**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
—	—	Services in support of: (i) United Nations organizations	—
730.0	836.4	(ii) Extrabudgetary activities Special Account for Programme Support Costs of the Department of Humanitarian Affairs	817.0
730.0	**836.4**		**817.0**
1 979.0	**4 595.9**		**4 838.8**

Table 24.9 **Post requirements**

Organization unit: Executive Office

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
P-5	—	—	—	—	1	1	1	1
P-4/3	3	3	—	—	1	1	4	4
P-2/1	1	1	—	—	—	—	1	1
Total	**4**	**4**	**—**	**—**	**2**	**2**	**6**	**6**
General Service category								
Other levels	5	5	—	—	3	2	8	7
Total	**5**	**5**	**—**	**—**	**3**	**2**	**8**	**7**
Grand total	**9**	**9**	**—**	**—**	**5**	**4**	**14**	**13**

24.42 The Executive Office, comprising the administrative services of the New York and Geneva offices, assists the Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator in the discharge of his financial, personnel and general administrative responsibilities and provides administrative and programme support for the substantive and operational activities of the Department. The administrative service in New York coordinates the overall administration of the New York and Geneva offices within the framework of agreed delegation of authority between the two offices.

24.43 In the biennium 1996-1997, efforts will be made to rationalize, streamline and consolidate the Department's varied extrabudgetary sources of funding to maximize the effectiveness of their utilization. In line with the measures recently adopted by IASC to strengthen field coordination of humanitarian assistance in complex emergencies, the Executive Office will focus on building its capacity to provide immediate and appropriate support to humanitarian field operations, particularly in relation to rapid-response initiatives in the critical initial phase of an emergency.

24.44 In addition to the support provided in the administration of financial and human resources, the Executive Office assists the Coordinator in the administration of CERF, ensuring compliance with established rules and procedures governing use of the Fund, monitoring advances and replenishment, ensuring financial reporting from organizations utilizing the Fund and preparation of related documentation for distribution to Member States, intergovernmental bodies, non-governmental organizations and operational agencies. It also provides administrative support to complex emergency operations in the field.

Resource requirements (at current rates): New York office

Posts

24.45 The estimated requirements of $394,900, reflecting no change, would provide for the salary and common staff costs of one P-4 and two General Service (Other level) posts.

Other staff costs

24.46 The estimated requirements of $193,600 would provide $126,500 for general temporary assistance and $67,100 for overtime. General temporary assistance is required to supplement existing staff resources during peak workload periods stemming from emergency situations and to replace staff on extended sick leave or maternity leave. The overtime requirements also stem from a pattern of essential activities related to the nature and scope of the Department's emergency humanitarian programme of work.

Contractual services

24.47 The requirements are estimated at $124,900, reflecting a decrease of $19,600, and represent an aggregation of the following: $50,500 for external translation and editing of situation reports required at short notice and on an urgent basis; $42,500 for external printing of consolidated appeals and situation reports required urgently when the Department has to engage external services to meet time-bound demands of emergencies; $31,900 for data-processing services related to subscriptions to worldwide database systems and news services, which are essential tools for monitoring emerging trends and for access to timely information on developments in the humanitarian field.

General operating expenses

24.48 The estimated requirements of $399,500 include a proposed increase of $119,100 and relate to the following: $28,600 for temporary rental of premises in an affected country at the initial stage of an emergency in order to coordinate and support humanitarian operations; $28,900, including an increase of $20,000, for rental of furniture and equipment to facilitate in-country coordination of emergency assistance; $171,200, including an increase of $42,800, for communications, which would provide for emergency-related communications between Headquarters and operations in the field, as well as communications with the Geneva office; $4,500 for official functions in connection with major pledging conferences, meetings of IASC, meetings with heads of non-governmental organizations, operational agencies and donor meetings; $41,000 for maintenance of automated office equipment; and $125,300, including an increase of $56,300, for miscellaneous services, which would cover costs of air freight of urgent documentation such as situation reports, flash appeals and consolidated inter-agency appeals, to the Geneva office and to operational agencies outside New York, humanitarian operations in the field, donor Governments, Governments of affected countries, non-governmental organizations and other humanitarian partners, as well as providing for emergency needs in the field during the initial stages of the crisis.

Supplies and materials

24.49 The provision of $71,000, including a proposed increase of $9,900, relate to the New York office's aggregate requirements for office supplies, paper and other materials for reproduction purposes; as well as subscriptions to humanitarian-related publications for information on emerging trends and potential areas of crisis. The proposed increase would provide for the Department's growing need for essential supplies and information material.

Equipment

24.50 The requirements under his heading are estimated at $49,200, reflecting a reduction of $114,800, for a one-time expense for equipment in 1994-1995. The proposed requirements include $20,000 for replacement of office automated equipment and $29,200 for the acquisition of additional file cabinets and bookshelves to accommodate the expansion of the registry and library of essential documentation.

Resource requirements (at current rates): Geneva office

Posts

24.51 Estimated requirements of $1,147,000, reflecting no change, would provide for salaries and common staff costs of one P-4, one P-3, one P-2 and three General Service (Other level) posts.

Other staff costs

24.52 Estimated resources of $384,400, including an increase of $12,000, would provide $332,000 for general temporary assistance and $52,400 for overtime required for supplementary assistance during peak workload periods.

Contractual services

24.53 Estimated requirements of $346,600, including an increase of $37,600, would provide for the following services: $111,200 for external translation of consolidated appeals, translation of *Disaster Prevention and Mitigation — Compendium of Current Knowledge* and a special annual issue of *DHA News*; $97,900 for the printing of *Disaster Prevention and Mitigation — Compendium of Current Knowledge*, *Guidelines for Disaster Prevention*, and of brochures and posters; $45,300 for public information production costs for

DHA News and composition and lay-out for a special annual issue of *DHA News*; $92,200, including a proposed increase of $37,600, is required for data-processing services to cover the upgrading of the word-processing software and for the procurement of additional services.

General operating expenses

24.54 The estimated requirements of $404,100, including an increase of $15,200, would provide for the following: $33,800 for maintenance and minor alteration of offices; $48,200 for rental of equipment primarily photocopy machines, television and cable television facilities, radio and satellite equipment; $20,400 for rental and maintenance of data-processing equipment to cover computer requirements at Geneva; $213,400, including a proposed increase of $15,200, for communications related to the telecommunication costs of the Geneva office and transmission of some 450 situation reports and appeals to some 350 addressees; $6,200 for official functions hosted by the Department in connection with meetings, seminars and other external activities; $10,500 for maintenance of office equipment in order to maintain and repair various office equipment purchased by the Geneva office; and $71,600 for miscellaneous services to cover freight of telecommunications equipment, insurance and so on to affected countries; rental of vehicles during field missions; and pouches, courier and air shipment of urgent documentation between Geneva and New York or DHA field offices.

Supplies and materials

24.55 Estimated requirements of $37,500, including an increase of $15,000, will cover forms and stationery; in particular this will cover part of the costs of paper for *DHA News*; library books, subscriptions and specialized operational documentation for the reference library.

Equipment

24.56 An amount of $262,600, reflecting a decrease of $31,600, would provide for the following equipment: $50,000, including a decrease of $31,600, for data-processing equipment; $20,000 for scanning and archiving equipment in the registry; $150,000 for the replacement of computers; and $42,600 for communications equipment.